



Company Details Confidential



#JOB-2472323



Lucan, Co. Dublin,



No of positions : 1



Paid Position



8 hours per week



To be Confirmed



28/09/2026



26/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : azizmm102@gmail.com



Open your camera
app & point here
to view this ad
online



Office & Filing organiser

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Temporary (3 months) person needed for Office organisation and filing

Experience required & a good knowledge of filing systems

Looking for someone living in Lucan or nearby

- **Sector:** administrative and support service activities

Career Level

- Not Required